Reviewing and Sharing Documents Module

Instructions: Type the answers to the questions in black font, but Bold your answers and change the questions to Italics. You will print and submit this document when finished.

Introduction:

List two of the objectives from this lesson:

Using the Proofing Features:

1. Where is the Word Count box?
2. Explain how to select “Check Spelling as your type” in Spelling Options. Give step by step instructions where you click to get to this option.
3. What does the red and green squiggly line mean?
4. Add the following word to the dictionary to make the red line disappear. McChicken
5. Use the Thesaurus to replace the word “happy” in this sentence with a synonym. Bold the new word.

The Language Features:

1. Translate the following Sentence to Spanish using the translating tools mentioned. “Mr. Hardy’s computer class is my favorite class.”

Printing and Sharing a Document:

1. What view are the printing options located in?
2. Letter, Legal, and Executive, are all located under what?
3. Explain how you send something as an attachment?
4. Print this page in Landscape, so that 2 pages appear on one sheet. (hint you should only turn in one piece of paper)

Self Test: Complete until you score a 100%

Review Questions:

1. Add the date to the top of this document.
2. Add “bold numbers 3” page number to the bottom of this document.